

FY 1999 StLA Survey

Instructions

A State Library Agency (StLA) is the official agency of a State charged by law of that State with the extension and development of public library services throughout the State, which has adequate authority under law of the State to administer State plans in accordance with the provisions of the Library Services and Technology Act (LSTA). State Library Agency is abbreviated throughout this survey as StLA.

General Instructions

1. Respond to each item in this survey. Read the definitions and/or instructions for the item before responding to it.
2. Before responding to any items in a question, read the note (if any) following the question in the survey instructions.
3. All data in this survey, INCLUDING federal fiscal data, are to be reported on the basis of State fiscal year 1999, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part I are requested as of October 1, 1999.
4. In responding to items, include data for all outlets of the StLA, unless otherwise directed. EXCLUDE data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA.
5. For data items requiring numerical answers, please respond as follows:
 - (a) a value greater than 0 if appropriate. If exact data do not exist, and a good estimate can be given, please do so;
 - (b) 0 (zero) if the answer is zero or none; or
 - (c) -1 if your StLA has the item but does not collect data on the item, or if you don't know the answer.

Part A. State Library Agency Identification

001 StLA name. Enter the full official name of the StLA.

Physical Location Address

002-006 Enter the address of the physical location of the StLA. Include the street address, city, State, Zip Code, and Zip + 4.

Mailing Address

007-010b Enter the mailing address of the StLA. Include the street address or post office box, city, State, Zip code, and Zip + 4.

011 Web address. Enter the Web address of the StLA. The Web address is the Uniform Resource Locator (URL) of the World Wide Web home page of the StLA.

Chief Officer of StLA

012-016 Enter the name, title, telephone number, fax number, and Internet address of the chief officer of the StLA. Add ".bitnet" to the end of a Bitnet address to convert it into an Internet address.

Survey Respondent

017-021 Enter the name, title, telephone number, fax number, and Internet address of the respondent to this survey. Add ".bitnet" to the end of a Bitnet address to convert it into an Internet address.

Reporting Period

022-023 Fiscal year starting and ending dates. Enter the starting and ending dates for State fiscal year 1999, which is the period for which data in this report are requested (except Part B and Part I data). Enter the month and day in two digits each, and the year in four digits. For example: June 30, 1999 would be entered as 06/30/1999.

PART B. Governance

1. Enter <X> as appropriate to specify the StLA's location in State government as of October 1, 1999.

024 This item is reserved for future use.

025 Branch of government. Enter <X> to indicate the branch of government in which the StLA is located.

026-029 Type of executive branch agency. If the StLA is located in the executive branch, specify the appropriate information for your agency under independent agency or part of a larger agency.

030 Specify. If the StLA is part of a larger agency that is not listed in items 028, enter the name of the agency in this item.

031-039 (Note: These items are reserved for future use.)

Part C. Allied Operations, State Resources or Reference-Information Service Center, and State Center for the Book

2. Enter <Y>es or <N>o for each item to indicate whether the StLA is combined with any of the allied operations listed below. Do not report a Library for the Blind and Physically Handicapped, a State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the StLA.

Note: An allied operation is an office, bureau, division, center, or other organizational unit or service within an StLA with staff, mission, and resources to provide service not ordinarily considered a state library agency function. It is characterized by having:

- (a) a specific mission, which may be a part of the StLA's overall mission statement;
- (b) staff assigned for that mission; that staff usually includes professionals other than librarians (such as historians, archivists, curators, etc.) appropriate to its mission;
- (c) a high-level manager or supervisor who reports to the StLA chief officer or to a deputy designated by the chief officer;
- (d) financial resources clearly identified and managed for the operation.

Note: Do not report the following as allied operations: a Library for the Blind and Physically Handicapped, a State Center for the Book, a law library, or a contract with another library or other entity to provide a service on behalf of the StLA.

040 State archives. This operation is responsible for preserving and servicing noncurrent official records of State organizations and institutions that are of continuing value (1) to the legal and administrative functioning of State government, (2) for the verification and protection of the rights of individuals, and (3) for historical and other research. It usually includes records of antecedent colonial and territorial governments. Materials are stored, arranged, and described so that needed records can be found readily.

041 Primary State legislative research organization. This operation conducts research and gathers, digests, and analyzes information in a close and confidential relationship with members of the State legislature and their staff.

Note: As an allied service, the organization is distinguished from specialized reference service which a state library agency may provide to government and other users by responding to reference questions from legislative personnel, providing information service, furnishing bibliographic and net search results, and instructing and guiding users in conducting their research. At the federal level, the parallel might be the difference between parts of the Library of Congress: (1) the Congressional Research Service, and (2) various reference services and subject divisions of the Library.

042 State history museum/art gallery. This operation collects, preserves, and displays cultural artifacts and/or works of art related to the State's political, social, economic, and cultural history.

043 State records management service. This operation manages the life cycle of the State's own records and records of local government from creation to disposition. Disposition includes the preservation of certain records as well as the disposal of nonessential records.

044 Other allied operation. If any other operations are allied with the StLA, enter <Y>es for this item.

045 Specify. If any other operations are allied with the StLA, enter the name of the operation in this item.

3. Enter <Y>es or <N>o to indicate whether the StLA contracts with a local public library or academic library to serve as a State resource center or State reference/information service center.

046 State resource center or State reference/information service center. This is an operation outside the StLA, administered by a local public library or academic library, which provides library materials and information services to libraries and individuals throughout the state. It is administratively separate from the StLA but receives grant or contract funds from the StLA for providing services.

4. Enter <Y>es or <N>o to indicate whether the StLA is the host institution for, or provides any funding to, a State Center for the Book.

047 State Center for the Book. The State Center for the Book is part of the Center for the Book program sponsored by the Library of Congress which promotes books, reading, and literacy, and is hosted or funded by the State.

Part D. Services To Libraries and Systems

5. Indicate which of the specified services are provided directly or by contract by the StLA to different types of libraries or systems. Enter <Y>es or <N>o for each service, for each type of library and systems.

Type of Library

Academic Library. A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff of the institution.

Public Library. A library that serves all residents of a given community, district, or region, and (typically) receives its financial support, in whole or part, from public funds.

School Library Media Center. A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular, information, and recreational needs of students, teachers, and administrators.

Special Library. A library in a business firm, professional association, government agency, or other organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services, or both, to the public, a segment of the public, or to other libraries. Scope of collections and services are limited to the subject interests of the host or parent institution. Includes libraries in State institutions.

System. A system is a group of autonomous libraries joined together by formal or informal agreements to perform various services cooperatively such as resource sharing, communications, etc. Includes multitype library systems and public library systems. Excludes multiple outlets under the same administration.

Services to Libraries and Systems

048 Accreditation of libraries. The StLA may endorse or approve officially libraries which meet criteria specified by the State.

049 Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.

050 Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving

reports from grant recipients, and other activities involved in the management of financial assistance provided by the State to libraries.

051 Certification of librarians. The StLA may credential library staff with the rank or title of librarian by attesting officially to their qualifications. These qualifications may include a master's degree from a graduate program accredited by the American Library Association, another level or type of educational attainment, confirmation of participation in continuing education activities, and/or residency in the State for a specified period.

052 Collection of library statistics. Every StLA collects statistics on public libraries and participates in the Federal-State Cooperative System (FSCS) for Public Library Data. Many StLA's collect statistics on institutional and other special libraries. Some StLA's assist in the collection of academic library statistics for the Integrated Postsecondary Education Data System (IPEDS). A few StLA's collect statistics on school library media centers. These data collections usually involve the design and administration of survey instruments as well as data entry and processing and report design and dissemination.

053 Consulting services. Individual or small-group contacts to help libraries to attain goals and objectives and to deal with specific needs and problems. Consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance to specific groups.

054 Continuing education programs. Includes staff development events for library personnel at all levels as well as training events for trustees and other State and local government officials who have authority over or responsibility for libraries.

055 Cooperative purchasing of library materials. Two or more independent libraries of any type engaging in joint activities related to purchasing materials, together with the maintenance of the necessary records of these additions. Also included are joint activities related to the identification and verification of titles, fund accounting, processing payments, and claims.

056 Interlibrary loan referral services. Activities involving bibliographic service centers or utilities, regional systems(federations or cooperatives), consortia, and resource centers, such as identifying libraries believed to own requested materials and/or transmitting interlibrary loan requests in accordance with established protocols or prevailing practices.

057 Library legislation preparation/review. Minimally, addresses the governance and financing of the StLA, public library service, and library service to blind and physically handicapped persons and residents of State institutions. It usually permits the types of public library structures, such as municipal, countywide, regional, federated, cooperative, and contractual agreements. It may also provide mandates for StLA functions, other types of libraries (e.g., academic, school), and multitype cooperation.

058 Library planning/evaluation/research. Activities involved in designing and assessing library programs and services and studying issues facing libraries. Examples: the PLA planning and role-setting process for public libraries, the TELL IT! evaluation process.

059 Literacy program support. Organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others.

060 OCLC Group Access Capability (GAC). Use of the Online Computer Library Center (OCLC) system, originally the Ohio College Library Center, by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group.

061 Preservation/conservation services. Specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion (to microform for example), deacidification, and lamination.

062 Reference referral services. Provision of information about or from groups or organizations. A reference referral transaction involves the provision of information about a group or organization and its activities, services or agencies, and calendar. Such a transaction typically requires the determination of the user's need and the appropriate group or organization to meet the need. Such a transaction may require directing the user to persons or organizations external to the library for an answer to a question.

063 Retrospective conversion of bibliographic records. Retrospective conversion involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.

064 State standards/guidelines. The StLA may promulgate standards or guidelines that define adequacy, equity, and/or excellence in library service. Standards or guidelines may be quantitative, qualitative, or both. Maintaining standards or following guidelines may be a requirement for receiving State aid and/or LSTA grants.

065 Statewide public relations/library promotion campaigns. A concerted public relations program usually organized around a particular theme or issue, with specific objectives, and using a variety of techniques in concert (e.g., press releases, events, publications, exhibits).

066 Summer reading program support. A particular kind of Statewide public relations and library promotion campaign designed to encourage reading by children between

school years. The usual purpose of such programs is to maintain or improve the reading skills of children between school years.

067 Union list development. A union list is a list of titles of works, usually periodicals, in physically separate library collections. Location data indicate libraries in which a given item may be found.

068 Universal Service Program (review and approval of technology plans). The state library agency reviews and approves technology plans for libraries or library systems applying for universal service discounts (also known as E-rate discounts) under the Universal Service Program, established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996.

069-076 (Note: These items are reserved for future use.)

Part E. Public Service Hours, Outlets, and User Groups

6. Enter in the spaces provided the total hours open in a typical week for all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees, by the specified categories.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7. Report public service hours for all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Exclude service hours for outlets that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service hours for outlets that only serve residents of State correctional institutions or residents of other State institutions, unless such outlets are administered and staffed by the StLA. Do not report data for non-StLA outlets, even though the StLA may provide funding or services to such outlets.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days from Sunday through Saturday or whenever the library is usually open.

077 Total hours/week. Sum of hours open during a typical week for all outlets (main or central, bookmobiles, and other outlets).

078 Monday-Friday after 5:00 p.m. Sum of hours open after 5:00 p.m. Monday through Friday during a typical week for all outlets (main or central, bookmobiles, and other outlets).

079 Saturday and Sunday. Sum of hours open on Saturday and Sunday during a typical week for all outlets (main or central, bookmobiles, and other outlets).

080-081 These items are reserved for future use.

7. Enter in the spaces provided the total number of StLA outlets, by type of outlet. Report all StLA outlets regardless of whom they serve.

Note: An StLA outlet has regular hours of service in which StLA staff are present to serve its users. The staff and all service costs are paid by the StLA as part of its regular operation. A loan of books or total collections (whether permanent or short-term) to another agency, library, or school does not constitute an StLA outlet inasmuch as it is not administered and staffed by the StLA.

082 Main or central outlet. A single unit library or the unit where the principal collections are located and handled. Note: An StLA administrative center which is separate from the principal collections and is not open to users should not be included as an outlet.

083 Other outlets (excluding bookmobiles). Units that have all of the following: (1) separate quarters; (2) a permanent basic collection of books and/or other materials; (3) a permanent paid staff; and 4) a regular schedule of hours open to users.

084 Bookmobiles. Trucks or vans specially equipped to carry books and other library materials. They serve as traveling branch libraries. Count vehicles in use, rather than the number of stops each vehicle makes.

085 Total outlets. Sum of items 082-084.

8. Enter in the spaces provided the number of StLA outlets that serve the following user groups, in whole or in part, by type of outlet and user group.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7.

086 Blind and physically handicapped individuals. Outlets serving this user group may contain talking books on discs and tapes and books in Braille made available from the National Library Service for the Blind and Physically Handicapped, Library of Congress. In addition, such outlets may contain large print books for the visually handicapped and captioned films for the deaf. These outlets provide such library materials and library services to blind or physically handicapped residents who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

087 Residents of State correctional institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions operated or substantially supported by the State.

088 Residents of other State institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to patients or residents of residential training schools, hospitals, nursing homes, and other general or special institutions operated or substantially supported by the State.

089 State government employees (executive, legislative, or judicial). Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to employees of all branches of State government.

090 General public. Report all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Outlets serving this user group function as the State-level equivalent of a local public library, providing books, other library materials, and electronic access to locally mounted and remote information resources for all State residents.

Part F. Collections

9. Enter in the spaces provided the total number of volumes or physical units in the specified formats in all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7. Report collections for all StLA outlets that serve the general public, regardless of whether they are open on a walk in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Exclude collections of braille and talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude collections that are specifically intended to only serve residents of State correctional institutions or residents of other State institutions, unless such outlets are administered and staffed by the StLA.

091 Book and serial volumes (exclude microforms). Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include

periodicals(magazines), newspapers, annuals reports, yearbooks, etc.) memoirs, proceedings, and transactions of societies. Except for the current volume, count unbounded serials as volumes when the library has at least half of the issues in a publisher's volume.

092 Audio materials. These are materials on which sounds (only)are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.

093 (Note: This item is reserved for future use.)

094 Video materials. These are materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sounds, or both using a television receiver or monitor.

095 Serial subscriptions (titles, not individual issues) (exclude microforms). These include subscriptions received, both purchased and gifts. This count does not include the number of individual issues, but rather each serial title. Report the total number of titles subscribed to, including duplicates. Do not report individual issues.

096 Government documents (include only government documents not accessible through the library catalog and not reported elsewhere). For government documents not accessible through the library catalog and not reported on other lines, report the number of volumes or physical units of such materials in all formats. A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).

10. Enter <Y>es or <N>o for this item to indicate whether the StLA maintains a general collection (fiction and/or nonfiction).

097 General collection.

098-105 (These item numbers are reserved for future use.)

11. Enter <Y>es or <N>o for each item (106-109) to indicate whether the StLA is designated as a federal or State depository library for government documents, and whether it is a regional or selective federal depository.

Note: A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and

intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).

106 State depository library. A library officially designated as a depository of publications bearing the imprint of the State government.

107 Federal depository library. A library officially designated as a depository of publications bearing the imprint of the federal government. These libraries receive publications issued by the executive, judicial, and the legislative branches at no charge in exchange for providing free public access. Enter <Y>es or <N>o to items 108 and 109 to indicate if the StLA is a regional or selective depository

108 Regional. Regional depositories receive one copy of all materials distributed by the federal government.

109 Selective. Selective depositories receive only those materials they select.

Part G. Library Service Transactions

12. Enter in the spaces provided ANNUAL totals for the specified types of service transactions for all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7. Report library service transactions for all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Exclude service transactions for outlets or outlet service points that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service transactions for outlets that only serve residents of State correctional institutions or other State institutions, unless such outlets are administered and staffed by the StLA.

110 Circulation (Exclude items checked out to another library). These are transactions that involve lending an item from the State Library collection or borrowed from another library for use generally, although not always, outside the library. This activity includes charging materials manually or electronically. Also report each renewal as a circulation transaction. Exclude items checked out to another library.

Interlibrary Loan/Document Delivery

111 Provided to other libraries. These are library materials, or copies of materials, loaned from the StLA collection to another library upon request. Do not include loans or copies of materials from one StLA outlet to another StLA outlet.

112 Received from other libraries and document delivery services. These are library materials, or copies of materials, borrowed by the StLA from another library or obtained by the StLA from a commercial document delivery service. Do not include loans or copies of materials from one StLA outlet to another StLA outlet.

113 Reference transactions. A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the StLA staff. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogs and other records of holdings, and, through communication or referral, other libraries, and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during the transaction. If necessary, multiply a typical week by 52. Exclude directional transactions. (See definition of typical week in question 6.)

114 Library visits. This is the total number of persons per year entering StLA outlets, including persons attending activities, meetings, and those persons requiring no staff services. If necessary, multiply a typical week by 52. A "typical week" is defined in the instructions to question 6.

Part H. Library Development Transactions

13. Enter in the spaces provided ANNUAL totals for the specified types of library development transactions of the StLA.

LSTA and State Grants

115 Grants monitored. Report the total annual number of LSTA and State grants monitored by the StLA. Count all grants monitored during the reporting period, regardless of their duration or the year in which they were awarded.

116 On-site monitoring visits. Report the total annual number of visits made to monitor LSTA and State grant sites. Count site visits for all grants administered during the reporting period, regardless of their duration or the year in which they were awarded.

Continuing Education Programs

117 Number of events. Report the total number of continuing education events (workshops, training sessions, etc.) which (1) the StLA sponsored and itself presented and (2) another agency presented with the help of StLA funding and planning support. Do not count events for which the StLA is only a nominal sponsor. Do not count events for an allied operation.

118 Total attendance at events. Report the total annual attendance at continuing education events reported in item 117.

Part I. Staff

14. Enter in the spaces provided the total number of StLA staff in FTE's (full-time equivalents) (to two decimal places), by type of position and service. Report all staff on the payroll as of October 1, 1999, and unfilled but budgeted positions.

Note: Forty hours per week is the measure of full-time employment for this survey. FTE's (full-time equivalents) of employees in any category may be computed by taking the number of hours worked per week by all employees in that category and dividing it by 40. Report staff based on the StLA organization chart. A given position (e.g., State Data Coordinator) may be part of administration in one agency, library development in another, and library services in another agency. If an employee provides more than one service, allocate the FTE among appropriate categories.

Type of Position

(a) Librarians with ALA-MLS. Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

(b) Other professionals. These are professionals other than ALA-MLS librarians employed by the StLA, such as archivists, accountants, business managers, public relations, and human resources staff.

(c) Other paid staff. This includes all other employees paid from the StLA budget, including plant operations, security, and maintenance staff.

(d) Total staff. Sum of columns (a), (b), and (c) for each item.

Type of Service

119 Administration. Usually includes the chief officer of the StLA and his or her immediate staff. May include officers responsible for the StLA's fiscal affairs; public relations; and planning, evaluation, and research.

Library Development

Note: Usually includes staff responsible for the development of public library services. May include staff responsible for administering State and LSTA grant programs; providing consulting and continuing education services; and promoting resource sharing and other forms of interlibrary cooperation. (See instructions to question 5 for definitions of types of libraries)

120 Public library. Staff who provide consulting, continuing education, and other services to public libraries.

121 School library media center. Staff who provide consulting, continuing education, and other services to school library media centers.

122 Academic library. Staff who provide consulting, continuing education, and other services to academic libraries.

123 Special library. Staff who provide consulting, continuing education, and other services to special libraries.

124 Other library development. Includes library development staff not reported in items 120-123.

125 Total library development. Sum of items 120-124.

Library Services

Note: Staff responsible for providing library service from the StLA. Includes public, technical, and other library services.

126 Public services. Includes circulation; reference/adult and children's/ young adult services; government publications; and interlibrary loan.

Circulation staff are those involved in lending items from the StLA collection for use generally (although not always) outside the library. Their activities include charging, renewals books-by-mail, and delivering items directly to the user.

Reference/adult and children's/young adult services staff are those who use, recommend, interpret, or instruct library users in the use of one or more information sources, or provide knowledge of such sources from a member of the StLA staff.

Government publications staff are those responsible for materials published in any format by a government agency (e.g., publications of the federal, State, local, and foreign governments and of inter- governmental organizations to which governments belong and appoint representatives, such as the United Nations and the Organization of American States).

Interlibrary loan staff are those responsible for transactions in which library material, or a copy of the material (including materials sent by telefacsimile or other form of electronic transmission) is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same administration. Interlibrary loan also includes transactions for materials

obtained through the interlibrary loan process that are supplied from non-library sources, such as commercial document delivery services.

127 Technical services. Includes those activities related to the acquisition, organization, and preparation of materials. Included in this category are acquisition services, cataloging services, serials control, binding services, and computer services in support of these functions.

128 Other library services. Includes library services staff not reported in items 126-127.

129 Total library services. Sum of items 126-128.

130 Other services. Includes staff not reported in items 119-129, such as staff in allied operations.

131 Total staff. Sum of items 119, 125, 129, and 130.

15. Enter in the spaces provided the number of StLA staff in FTE's (full-time equivalents) (to two decimal places), by type of position and selected staff specialty. Report specified staff on the payroll as of October 1, 1999, and unfilled but budgeted positions.

Note: See definitions of types of positions and FTE's in instructions to question 14. If an employee serves in more than one specialty, allocate the FTE among appropriate categories.

132a Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of LSTA funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.

132b Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of State funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, and other activities involved in the management of funds provided by the State to libraries.

133 Automation/electronic network development/telecommunications. Includes any activities described in Part N. Also includes consulting, continuing education, and other services that facilitate library automation and network participation. Includes telecommunications planning and development. Includes consulting services related to

the review and approval of technology plans for the Universal Service Program (also called the E-rate discount program).

134 Blind and physically handicapped services. Library services to individuals who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

135 Children's/young adult services. Includes consulting, continuing education, and other services to public libraries that facilitate the establishment and improvement of services to children (i.e., persons age 14 and under) and young adults (as defined by the StLA).

136 Institutional library services. Includes providing books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions; patients or residents of residential training schools, hospitals, nursing homes; and other general or special institutions operated or substantially supported by the State.

137 Library statistics. Includes the design and administration of data collection instruments as well as data entry, data processing, and publication and dissemination of library data. Include the State Data Coordinator for the Federal State Cooperative System (FSCS) for Public Library Data, the Library Representative for the Integrated Postsecondary Education Data System (IPEDS) (if employed by the StLA), and others employed by the StLA who are involved in such efforts (e.g., public library consultant, data entry operator).

138 Literacy program support. Includes consulting, continuing education, and other services to organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others. Include ESL (English As a Second Language) services.

139 Marketing/communications. Includes activities planning and coordinating the implementation of a statewide communications program about programs and services of libraries; publications development; liaison to citizen groups and library partners in enhancing knowledge of library services and encouraging involvement of the public in determining the effectiveness of library services; and public information.

16. Enter in the spaces provided the total number of STLA staff by position, gender, and full-time/part-time status, on the payroll as of October 1, 1999. Exclude unfilled but budgeted positions.

Note: See definitions of types of positions in instructions to question 14.

140-151 (These items are reserved for future use.)

152a-153b Total staff. Total StLA by position, gender, and full-time/part-time status, on the payroll as of October 1, 1999. Exclude unfilled but budgeted positions.

Part J. Income

17. Enter in the spaces provided total funds received as income by the StLA during the reporting period specified in items 022-023. EXCLUDE carryover. Include income for allied operations only if the income is part of the StLA budget. Note: Exclude carryover when reporting income. Carryover means funds carried forward from the previous year, sometimes called an "opening balance" or "fund balance".

Federal Income

154 LSTA (Library Services and Technology Act) State Programs

Note: Report the funds drawn down from the federal government from the LSTA State Program during state fiscal year 1999. Do not report LSTA National Leadership Grants--report these grants in item 155 (Other Federal income).

155 Other Federal income. If the StLA received other federal income (e.g., National Endowment for the Humanities grants, National Historical Publications and Records Commission grants, LSCA Title II grants, LSTA National Leadership Grants, etc.), report that income in this item. If your state acts as the fiscal agent for a multi-state grant, report only the funds designated for your state.

156 Specify program(s) and title(s). If other federal income is reported in item 155, specify its source in this item.

157 Total Federal income. Sum of items 154 and 155.

158-166 (These items are reserved for future use.)

State Income

167 StLA operation. Report income received from the State to support operation and services of the StLA. Do not include income received for major capital expenditures, contributions to endowments, or income passed through to another agency, or funds unspent in the previous fiscal year.

168 State aid to libraries. Report income received from the State for distribution to libraries, systems, and agencies. Includes funds derived from State sources (exclusive of Federal funds) and appropriated by a State legislature to a State Library Agency for payment or transfer to an individual library; a group of libraries; or an agency or library,

other than the StLA, that provides a Statewide service to libraries or citizens. Exclude State funds used to administer the State Library Agency or to deliver Statewide services to libraries or citizens where the service is administered directly by the StLA; State funds allocated for school library operations when the State Library Agency under the State education agency; and federal funds.

169 Other State income. Report income received from the State for any other purpose, such as interagency transfers.

170 Total State income. Sum of items 167-169.

171 Other income. Include (1) any other income from public sources; (2) income received from private sources, such as foundations, corporations, Friends groups, and individuals; and (3) StLA-generated income, such as fines and fees for services.

172 Total income. Sum of items 157 +170 +171.

Part K. Expenditures

18. Enter in the spaces provided total StLA expenditures, by source of funds and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the StLA budget.

Operating Expenditures (items 172-178)

Note: These are the current and recurrent costs necessary to the provision of services by the StLA. Include LSTA expenditures for statewide services (item 190) conducted directly by the StLA. Include LSTA expenditures for LSTA administration (item 192). Exclude LSTA expenditures for grants (item 191).

173 Salaries and wages. Salaries and wages for all StLA staff, including plant operation, security and maintenance staff for the reporting year. Include salaries and wages before deductions, but exclude employee benefits.

174 Employee benefits. Benefits outside of salaries and wages paid and accruing to employees, including plant operation, security and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the StLA for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the StLA budget should be reported.

175 Total staff expenditures. Sum of items 173-174.

176 Collection expenditures. Includes all expenditures for materials purchased or leased for use by StLA users, including print materials, microforms, machine-readable materials, audiovisual materials, etc.

177 Other operating expenditures. Includes all operating expenditures not reported in items 173-176.

178 Total operating expenditures. Sum of items 175-177.

Financial Assistance to Libraries and Systems (items 179-186)

Note: Include LSTA expenditures for grants (item 191). Exclude LSTA expenditures for statewide services (190) conducted directly by the StLA and LSTA expenditures for LSTA administration (item 192).

179 Individual public libraries. Financial assistance to individual public libraries for services to their population of legal service area. These are libraries that are governed exclusively by a single board or political subdivision. Municipal libraries, county libraries, consolidated multi-county libraries, and library districts are considered individual libraries if there is only one administrative entity. Exclude construction aid.

180 Public library systems. Financial assistance to public library systems for services to their population of legal service area. These are headquarters of regional public library systems, federations, cooperatives, or public libraries serving in a regional capacity which includes grants to headquarters of regional public library systems. Exclude construction aid.

181 Other individual libraries. Financial assistance to other individual libraries for services to their population or constituency. These are libraries other than public libraries and school library media centers. Exclude grants to public libraries and to school library media centers. Report financial assistance to school library media centers in item 185. Exclude construction aid.

182 Multitype library systems. Financial assistance to multitype library systems for services to their population of legal service area. These are headquarters of regional multitype library systems, federations, and cooperatives, or libraries serving multitype libraries within a region. Multitype library systems may serve public, academic, school, and special libraries. Exclude construction aid.

183 Single agency or library providing statewide service. Financial assistance to a single entity (agency, library, library system, etc.) for services offered to all libraries in the state, or all state residents, or a significant portion of all libraries or state residents. Exclude funds administered directly by the StLA to provide such services. Exclude construction aid.

184 Library construction. Do not report data for this item in items 179-183, 185, or 187. Includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and the purchase, lease, and installation of equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). Equipment includes information and building technologies, video and telecommunications equipment, machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them.

Exclude construction aid expended on the StLA.

185 Other assistance. Expenditures for other assistance to libraries not reported in items 179-184. Exclude construction aid.

186 Total financial assistance to libraries and systems. Sum of items 179-185.

Other expenditures (items 187 and 188)

187 Capital outlay. Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude the amount reported for this item from all other items except (189). Include construction aid expended on the StLA. Exclude construction aid expended on other libraries and systems.

Note: State accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in this definition.

188 Other expenditures. These are expenditures not reported in items 173-187. Exclude construction aid.

189 Total expenditures. Sum of items 178 and 186-188.

Part L. LSTA State Program Expenditures

19. Enter in the spaces provided total LSTA state program expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

190 Statewide services (exclude sub-grants to single libraries or agencies providing statewide services). Funds expended by the StLA to provide services to libraries and individuals throughout the State. Include expenditures for statewide services conducted directly by the StLA. Exclude sub-grants made to single libraries or other outside agencies to provide or assist in providing such services.

Note: These expenditures should also be reported in Part K, under operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188), as appropriate. DO NOT report them as financial assistance to libraries and systems (items 179-186).

191 Grants (include sub-grants to single libraries or agencies providing statewide services). Funds distributed by the StLA to recipients who meet eligibility criteria specified by LSTA and the State. Such funds are usually awarded for purposes specified in successful grant proposals. Such grants may be awarded competitively or on a formula basis. Include sub-grants made to single libraries or other outside agencies to provide or assist in providing statewide services.

Note: These expenditures should also be reported in Part K, under financial assistance to libraries and systems (items 179-186), as appropriate. DO NOT report them as StLA operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188).

192 LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

193 Total LSTA expenditures. Sum of items 190-192.

20. Enter in the spaces provided total LSTA state program expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192. And total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

194 Electronic networking/electronic access. Report LSTA expenditures (including expenditures for statewide services and grants) for establishing electronic linkages among or between libraries; electronically linking libraries with educational, social, or information services; assisting libraries in accessing information through electronic networks; encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources; and paying costs for libraries to acquire or share computer systems and telecommunications technologies.

195 Services to persons having difficulty using a library. Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to persons having difficulty using a library.

196 Services to children in poverty. Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to children (from

birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2) applicable to a family of the size involved.

197 LSTA administration (must equal amount reported in 192). Report expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192.

198 Total LSTA expenditures (must equal amount reported in 193). Sum of items 194-197.

Note: Total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

199-200 (These items are reserved for future use.)

Part M. Allied Operations Expenditures

21. Enter in the spaces provided total expenditures from the StLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.

Operating Expenditures

201 Total staff expenditures. Report StLA expenditures for salaries and wages and employee benefits for allied operations listed in Part C. Also see instructions for items 173-174 for guidance.

202 Other operating expenditures. Report all operating expenditures for allied operations, if these expenditures are from the StLA budget, that are not reported in item 201.

203 Total operating expenditures. Sum of items 201-202.

204 Capital outlay. Report StLA expenditures for this item for the allied operations listed in Part C. See the description of capital outlay in the instructions for item 187.

205 Total expenditures. Sum of items 203-204.

Part N. Electronic Services and Information

22. Enter <Y>es or <N>o for each item to indicate whether the StLA supports the specified electronic networking functions at the State level.

Note: A State-level electronic information network involves the wide-area use of telecommunications to link libraries via micro-computers or terminals to automated library systems. The network may include online public access catalogs and other library applications; locally mounted or online databases (bibliographic, full text, or data); bibliographic utilities; and other information resources. Access to such networks may be via modem (i.e., dial access) or dedicated lines (i.e., hard-wired). Such a network may or may not be connected to the Internet.

206 Electronic network planning or monitoring. Includes drafting Statewide plans, requests for proposals, and contracts and monitoring contracts for network development.

207 Electronic network operation. Includes acquiring, maintaining, or replacing substantial technological equipment necessary to provide access to information in electronic and other formats made possible by new information and communication technologies. May include hosting or sharing a mainframe, minicomputer, or file server, or facilitating reciprocal borrowing agreements and document delivery systems necessary to fully exploit such a network. Such a network may or may not be connected to the Internet.

Database Development

Note: Activities may include creation of new databases or conversion of existing databases into electronic format. Includes bibliographic databases as well as full text or data files.

208 Bibliographic databases. Includes machine-readable catalog records, other electronic indexes, and other databases which contain only references to or condensed surrogates for original materials.

209 Full text or data files. Full text files are files in which the information consists of the content of one or more complete intellectual products initially expressed primarily through the written word. Data files report the content of one or more complete intellectual products expressed primarily with numbers.

23. Enter <Y>es or <N>o for each item to indicate whether the StLA supports library access to the Internet in the specified ways.

Note: The Internet is the global network of networks that, via a standardized addressing system and a common primary command structure, enables individuals and organizations to communicate via electronic mail, to access a host of online databases and other electronic information resources, and to transfer files electronically.

210 Training or consulting for participation. Includes all activities that facilitate Internet awareness and use by actual or potential Internet users whether formal, large group events or assistance to individuals and small groups.

211 Subsidy for participation. Includes any grants of State, federal, and/or other StLA funds to libraries or related organizations that facilitate (1) establishing Internet accounts for library-related individuals or organizations; (2) acquiring computer hardware, software, or peripherals necessary for Internet access; and (3) training or consulting with actual and potential Internet users.

212 Providing equipment. Includes computer hardware, software, and peripherals necessary for Internet access. Critical types of equipment, beyond basic hardware and operating system software, include modems and telecommunications software.

213 Providing access to directories, databases, or online catalogs via the Internet. Includes bibliographic files, locator files, and/or full text databases produced or licensed by the state library agency and available via the Internet. Note: This item focuses on content available via the Internet.

214 Managing a gopher/Web site, file servers, bulletin boards, or listservs. Includes the development and maintenance of Internet menu systems, operation of equipment that provides Internet access to multiple files, or posting of electronic messages via the Internet. Note: This item focuses on the structure through which content is available via the Internet.

What is your StLA's fastest Internet speed of connection? Mark (X) only one of the following:

215 56K (bits per second)
T1 (1.5 million bits per second)
T3 (45 million bits per second)
Other speed

216 Specify. If other speed is marked in item 215, specify the speed in this item.

217-219 (Note: These items are reserved for future use.)

25. Enter in the spaces provided the number of Internet workstations available for public use in all StLA outlets that serve the general public.

Note: Report data only for all StLA outlets that serve the general public. Exclude data for: (a) a local public or academic library serving as a State resource center or State reference/ information service center under contract with the StLA; (b) outlets that only serve blind and physically handicapped individuals through the National Library Service

for the Blind and Physically Handicapped, Library of Congress; (c) outlets that only serve residents of State correctional institutions or residents of other State institutions; (d) outlets that only serve state government employees; and (e) non StLA outlets, even though the StLA may provide funding or services to such outlets.

220 Internet workstations available to general public. Report all workstations that are used for Internet access by the general public in all StLA outlets that serve the general public. Include terminals that are used by both the StLA staff and the public. Exclude terminals that are for StLA staff use only.

26. Enter <Y>es or <N>o to indicate whether the StLA receives and responds to reference questions through the Internet.

221 Reference questions. Include reference questions received through the Internet, including e-mail and Web-based reference forms.

27. Enter <Y>es or <N>o to indicate whether the StLA, either on its own or in partnership with other agencies in the state, provides or facilitates access for other libraries in the state to on-line databases through subscription, lease, license, consortial membership, or agreement.

222 On-line databases. On-line databases include indexing and abstracting, encyclopedias, dictionaries, statistical compilations, etc.

28. Enter in the spaces provided total StLA expenditures for statewide database licensing, by source of expenditure. These expenditures should also be reported in Part K.

223 Statewide database licensing. Statewide contracted rights for access to and use of database(s) by libraries that are parties to a licensing agreement.

29. Enter <Y>es or <N>o for each item to indicate which user groups are covered by the statewide database licenses paid for by the funds reported in question 28.

224 Public Libraries (definition is provided in question 5).

225 Academic Libraries (definition is provided in question 5).

226 School Library Media Centers (definition is provided in question 5).

227 Special Libraries (definition is provided in question 5).

228 Library cooperatives (definition is provided in question 5 under “System”).

229 Other state agencies

30. Enter <Y>es or <N>o to indicate whether your statewide database licenses paid for by the funds reported in question 28 cover access for remote users.

230 Remote users. Authorized users having access to and use of licensed database(s) from sites outside of a library building.

31. Enter <Y>es or <N>o to indicate whether the StLA facilitates or subsidizes electronic access to the holdings of other libraries in the state, by the specified categories.

231 CD-ROM union catalog. A CD-ROM union catalog lists the holdings of participating libraries on one or more compact discs. The electronic indexes and bibliographic records can be accessed only by libraries with compatible hardware (computer, CD-ROM drives) and proprietary software.

232 OCLC participation (GAC, retrospective conversion). Use of the Online Computer Library Center (OCLC, Inc.) system by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group. Retrospective conversion of bibliographic records involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.

233 Telnet gateway. A Telnet gateway allows users to log onto the on-line catalogs of other libraries via the Internet. Telnet access is available in text format only.

234 Web-based union catalog (statewide, multistate, regional). A Web-based union catalog makes the aggregated electronic holdings of libraries in a region, a multitype system, or a state available via the World Wide Web. Holdings and indexes for a Web-based union catalog are mounted on a server that is connected to the Internet. Access to the bibliographic information in a Web-based union catalog is available to any user with an Internet connection and a standard Web browser.

235 Z39.50 gateway (regional, multitype). A Z39.50 gateway uses the ANSI/NISO Z39.50 information retrieval protocol to create an Internet based library information and resource sharing network which enables libraries to make their on-line public access catalogs available and enables users to access on-line catalogs with a standard Web browser.

236 Other type of electronic access. If the StLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 231 to 235, enter <Y> for this item.

237 Specify. If the StLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 231 to 235, enter the type of electronic access in this item.

Enter <Y>es or <N>o to indicate whether the StLA is an applicant for the Universal Service Program (also known as the E-rate discount program).

238 Applicant for Universal Service Program. The Universal Service Program was established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996. To be considered an applicant, the StLA must have an FCC Form 470 and Form 471 on file with the FCC.

Part O. Public Policy Issues

33. Enter in the spaces provided the total grants and contracts expenditures by the StLA to assist public libraries in responding to a State education reform initiative or the National Education Goals in the following areas:

239 Readiness for school. One of the six National Education Goals is that "By the year 2000, all children in America will start school ready to learn." Report the sum of all grants and contracts expenditures deemed by the StLA to assist public libraries in responding to this goal.

240 Adult literacy. One of the six National Education Goals is that "By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship." Report the sum of all grants and contracts expenditures deemed by the StLA to assist public libraries in responding to this goal in the area of adult literacy.

241 Lifelong learning. One of the six National Education Goals is that "By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship." Report the sum of all grants and contracts expenditures deemed by the StLA to assist public libraries in responding to this goal in the area of lifelong learning.